

2023-2024
Student Handbook



Elgin High School

www.elginps.org

ELGIN HIGH SCHOOL
Student Handbook 2023-2024

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This student handbook belongs to:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

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ARTICLE I: ADMINISTRATON/ORGANIZATION

Administrators

Nathaniel Meraz – Superintendent
Curtis Lorah – High School Principal
Steve Doughty – High School Assistant Principal
Sean Herbig – High School Assistant Principal
Damon Hitt – Dean of Students

Counselors

Heather Ballou
Carrie Pipkin

Instructional Media Director

Tomi Lorah

Athletic Director

Damon Hitt

High School Office Secretary/Registrar

Tana Kraus
Trish Beavers

9th & 10th Grade DAILY BELL SCHEDULE

HOUR	BEGIN-END
1	8:20..... 9:10
2	9:15.... 10:05
3	10:10.... 11:00
A Lunch	11:05.... 11:45
4	11:50.... 12:40
5	12:45..... 1:35
6	1:40..... 2:30
7	2:35..... 3:25

11th & 12th Grade DAILY BELL SCHEDULE

HOUR	BEGIN-END
1	8:20..... 9:10
2	9:15.... 10:05
3	10:10.... 11:00
4	11:05.... 11:55
B Lunch	12:00.... 12:40
5	12:45..... 1:35
6	1:40..... 2:30
7	2:35..... 3:25

Mission Statement

To educate all students to be productive citizens of the future through a commitment to quality and high educational standards. It is the policy of the Elgin Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, disability or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquires concerning application of this policy may be referred to Nate Meraz, compliance coordinator.



JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30	31					

AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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31						



ELGIN PUBLIC SCHOOLS
2023-2024
SCHOOL CALENDAR
REVISED 3/9/23

AUGUST 3,4,7 PROFESSIONAL DAYS 1-3
AUGUST 8 FIRST DAY OF SCHOOL

SEPTEMBER 4 LABOR DAY HOLIDAY
SEPTEMBER 15 PARENT/TEACHER CONF. DAY

OCTOBER 9-13 FALL BREAK

NOVEMBER 10 VETERANS DAY OBSERVED
NOVEMBER 20-24 THANKSGIVING BREAK

DECEMBER 15 PROFESSIONAL DAY #4
DEC 18-JAN 1 CHRISTMAS BREAK

JANUARY 2 FIRST DAY OF SECOND SEMESTER
JANUARY 15 MARTIN LUTHER KING JR. HOLIDAY

FEBRUARY 16 PARENT/TEACHER CONF. DAY
FEBRUARY 19 PRESIDENTS DAY HOLIDAY

MARCH 18-22 SPRING BREAK

APRIL 12,15 INCLEMENT WEATHER DAYS
APRIL 16 PROFESSIONAL DAY #5

MAY 3,6 INCLEMENT WEATHER DAYS
MAY 16 LAST DAY FOR STUDENTS
MAY 17 TEACHER CHECK OUT DAY

PROFESSIONAL DEVELOPMENT DAYS- NO STUDENTS
PARENT/TEACHER CONFERENCES-NO STUDENTS
HOLIDAYS AND BREAKS- NO SCHOOL
POSSIBLE INCLEMENT WEATHER MAKE-UP DAY OR HOLIDAY
FIRST/LAST DAY OF SCHOOL

JANUARY

S	M	T	W	T	F	S
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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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23	24	25	26	27	28	29
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**Please refer to our website for any updates
to the bell schedule or school calendar
<http://www.elginps.org> under the high school tab.**

ARTICLE II: ATTENDANCE

ATTENDANCE POLICY

HB 2692 requires school district attendance officers to notify the Department of Public Safety when a child under 18 withdraws from school through an enrollment status form, unless the student is withdrawn due to circumstances beyond his/her control, a lawful excuse, transfer to another school or home schooled as confirmed in writing from the parent or guardian.

A student is only allowed to miss ten (10) class periods, whether excused or unexcused/absent without valid excuse, in one semester (with the exception of school related absences). Eleven (11) or more absences, whether excused or unexcused/absent without a valid excuse, will result in loss of credit for the class. Missing 20 minutes or more – whether the beginning, middle, or end – of a class is considered an absence.

A. Types of Absences

Regular attendance is an integral part of the learning process.

1. Excused Absence – Counts against attendance for credit but allows student to make-up work. Parents must contact the school within 48 hours of absence.
2. Exempt Absence – Does not count against the required attendance for credit.
 - (a) Medical verification for absence against the required attendance for credit
 - (b) School Activity
 - (c) Religious holiday (requires parent verification)
 - (d) College visit with prior written arrangement through counselor and verification upon return
 - (e) Death of immediate family member
3. Unexcused Absence – A result of no parental contact or truancy. Work may be made up for no credit and absences count toward required attendance for credit.

B. Reporting an Absence

To excuse an absence a parent needs to call the general attendance line 492-3670 or the specific voice mail **within 48 hours** of the absence and include student name and reason for absence.

C. Checking In/Out

Students leaving school before regular dismissal time **MUST** check out through the appropriate Attendance Secretary before leaving campus. Parent contact with the office will be necessary **BEFORE** a student is

cleared to leave. Students who are 18 years old CANNOT check themselves out of school. Students also CANNOT check themselves out for lunch. Parents CANNOT call and check their child out for lunch. They have to physically come sign the student out.

No student should leave school without a check-out pass from the Attendance Secretary. Any absences without permission are unexcused and may result in disciplinary action. A student leaving campus without prior approval from the office **WILL NOT BE EXCUSED AFTER THE FACT.**

Students may be checked out by a parent to go and eat lunch. The parent must physically come to the office to check out their student. No notes or phone calls will be accepted for check-out during lunch. Grandparents, brothers or sisters are not allowed to check students out for lunch unless they can show proof of guardianship. Students who leave and return to school the same day must check in with the appropriate Attendance Secretary upon returning.

D. Truancy

Student absent without valid excuse

Examples of absences without valid excuse:

1. Being absent for any reason not listed as an excused absence.
2. Leaving school without first checking out at the attendance office.
3. Being ill and staying in the restroom instead of checking in with the nurse or office.
4. Coming to school, but failing to attend class.
5. Obtaining a hall pass to a particular destination, then not reporting there and back.
6. Late arrival or non-attendance due to car trouble.
7. Being in an unauthorized area will be considered truant (being in the parking lots, off campus, and other areas designated as off limits).

A letter will be sent from the site attendance officer to the parent upon the third (3) unexcused absence in a four week period. The letter will state the number of excused absences and the number of unexcused absences and will inform the parent that he/she must contact the school concerning these absences or return the signed Affidavit of Understanding. Additional unexcused absences will be reported to the appropriate juvenile authority. If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester,

the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma statutes. (Reference: 70O.S. 10-106)

Consequences:

1st offense: 5 days AISP

2nd offense: 10 days AISP

3rd offense: 15 days AISP

E. Tardy

You are tardy if you are not in the classroom when the tardy bell rings. Tardies will be documented by teachers. Excessive tardies will result in AISP. Consequences of unexpected tardies are (per semester).

4th unexcused tardy: Lunch Detention

5th unexcused tardy: Full Lunch Detention

6th unexcused tardy: 2 days AISP

7th unexcused tardy: 3 days AISP

8th unexcused tardy: 5 days AISP

F. Tardy Roundup & ID Badge Roundup

In an effort to promote students being on time to class, roundup will be periodically used to ensure that students are getting to class on time. The administration will notify the teachers that the roundup is going to occur, and any student who is late will be rounded up and given a lunch detention. This infraction will not count against them on the point system.

G. Loss of Credit Due to Absences

In grades 9-12 a student must be present 90% of the semester in each class in order to receive credit for that class. All absences, excused or unexcused, will be counted toward loss of credit with the exception of the following: illness confirmed by physician, religious holidays, suspension, death of immediate family member and school activity absences (including college visits). **A doctor's note must be provided within a week (five school days) of the absence.** It will not be accepted after that time and the illness absence will count against the student toward the loss of credit in those classes.

If a student is absent from a class more than 10% of the semester, an "F" will be recorded if that was the grade earned; if the student would have earned a passing grade, an "NC" will be recorded. In case of extenuating circumstances, the principal or designee will make the final decision.

H. Ten-Day Activity Absence Policy

The State Board of Education encourages students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. The Ten-Day Activity Regulation will apply to activities which require students to miss one or more class periods. Activities which require students to miss less than one class period are not considered activity absences. Exceptions to the Ten-Day Activity Regulation will include only state mandated programs which require differentiated instructions such as the Gifted and Talented program.

Guidelines for Extension of the Ten-Day Absence Regulation:

1. The number of activity absences beyond the 10-day limit must not exceed five (5) additional activity absences.
2. A student must have a 2.0 G.P.A. from the previous grading period with no F's in order to qualify for an extension of activity absences.
3. Student accounting will maintain a list of the students who accumulate activity absences in any class period. Students may inquire about activity absences at any time.
4. Teachers may deny request for additional activity absences beyond the 10 days if a student does not have a C average in the class on the date of the request.

Emergency Extensions

1. The superintendent or his representative is empowered to grant emergency extension of an additional five (5) days.
2. Individual appeals to the superintendent will be evaluated on the basis of the student's current academic performance and attendance record.
3. All appeals will go through the principal to the superintendent.

ARTICLE III: STUDENT BEHAVIORAL EXPECTATIONS/ DISCIPLINE

Discipline Policy – Point System

In order to maintain a highly conducive atmosphere for learning to take place, discipline must be at the forefront. In order to maintain this structure it is sometimes necessary to discipline a student. The belief is that if the student is disciplined then they will refrain from that undesired behavior. In certain cases, students fall short of the expectation, and they should be held accountable for their actions and repeat offenders will not be encouraged.

The virtues of respect, responsibility, punctuality and readiness are all ones that will serve the student well in their endeavors after High School.

The point system that will be in place will accumulate by semester.

Point System

Infraction:

- 1st point – Detention
- 2nd point – Detention
- 3rd point – Detention
- 4th point – Full Lunch Detention
- 5th point – Full Lunch Detention
- 6th point – 1 Day of AISP
- 7th point – 3 Days of AISP
- 8th point – 5 Days of AISP
- 9th point – 3 Day of Out of School Suspension
- 10th point – 5 Days of Out of School Suspension

A. Disciplinary Procedures

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Understanding the purpose of discipline in school facilitates the formation of positive attitudes and assists the student in doing his/her part to make himself/herself a better person and the school a better place.

So that Elgin High School can maintain the best learning environment possible, the administration and faculty have expectations of the students. Those expectations are:

1. Appropriate school behavior – Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior demonstrates respect for the personal and property rights of other students, faculty and staff.
2. Arrival at school and to class on time.
3. Daily school and class attendance.
4. Appropriate use and care of the building and facilities of the school.
5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
6. Adherence to acceptable standards of courtesy, decency and morality and compliance with provisions of civil law.

Failure to meet the above expectations will result in specified consequences for various infractions plus loss of privileges.

Control and Discipline Policy

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school.

Oklahoma State Law (70-6-114) gives the teacher the same rights as a parent to control and discipline such child according to local policies. However, every possible incident cannot be spelled out. Therefore, teachers may discipline or control incidents that may arise, in a responsible manner that they deem necessary at the time the child is in attendance, in transit to or from the school, or any other school function authorized by the school district. Students who are seen in the office for an excessive number of disciplinary referrals will lose all privileges (off-campus, school functions, banquets/prom, ball games, stock show, etc.). The following schedule is an aid to them in control and discipline.

Infractions:

- Unexcused tardiness
- Disruption of class or assembly
- Lunchroom misconduct
- Bus/playground misconduct – skateboards are not allowed on campus
- Negligence in completing class work
- Cutting class
- Leaving school or classroom without permission
- Absent without valid excuse
- Tobacco on school grounds. Possession of simulated tobacco products by a minor is a misdemeanor and will be reported to law enforcement. Students in possession of tobacco, use, or simulated tobacco products will receive:
 - a. First Offense: 5 days AISP
 - b. Second Offense: 10 days AISP
 - c. Third Offense: 15 days AISP
- Theft: unauthorized possession of any item not belonging to the student.
 - Consequences:
 - a. First Offense: 10 days AISP
 - b. Second Offense: 20 days AISP
 - c. Third Offense: 30 days AISP
- Assault – physical or verbal. Assault – intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats. Assault and battery – Battery – offensive, uncontested touching of another's person. Includes fighting, throwing objects, etc.

Students who commit assault or battery/fighting will receive:

- a. First Offense: 10 days AISP
- b. Second Offense: 20 days AISP
- c. Third Offense: 10 days suspension

Students are considered fighting when they are hitting, kicking, biting, etc. (no matter who throws the first punch, start the mouthing, or threatening, a claim of self-defense in the use of force will not exempt a student from discipline). The police department will be called and the students who are fighting will be placed in their custody.

- Destruction of property/vandalism – Elgin Public Schools will recover damages from any parent or parents of any students under the age of 18 who vandalize or destroy school property. Students will be disciplined accordingly.
- Other Offenses – possession of deadly weapons, use of drugs or alcohol (including 3.2 beer/wine coolers), possession of drugs, distribution of drugs or imitation drugs or alcohol (presenting an item as a drug). The police department will be called and the students who are in possession will be placed in their custody and charges filed.
- Distribution of obscene materials, obscene language, action, etc.
- Refusal to obey school officials.

Disciplinary Actions Alternatives:

- Warn students
- Remove from class or group (temporary or permanent).
- Parental Conference
- Full Lunch Detention
- Financial Restitution
- Involve law enforcement
- Refer to other social agencies
- Lunch Detention
- Alternative in-school placement
- Suspension
- Any other disciplinary action deemed appropriate under the circumstances.

Administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situation not covered in the disciplinary policy schedule. Students, who have been suspended or are on disciplinary referral, will not be allowed to attend school functions, activities or leave campus.

SUITABLE ATTIRE FOR ELGIN PUBLIC SCHOOLS

Okay

Skirt



Walking Shorts



Slacks



Polo Shirt



Not Okay

Short Shorts



Mini Skirts



Tank Tops



Crop Tops



SUITABLE ATTIRE FOR ELGIN PUBLIC SCHOOLS

Okay



Not Sagging



**Shirt over
T-Shirt**



Not Okay

Spaghetti Straps



Backless Tops



Sagging Pants



Leggings



Muscle T-Shirt



B. Dress Code

Dress regulations for students in Elgin High School are based on personal cleanliness and respect for others. EHS personnel will determine what is appropriate. If a student's appearance is considered by a teacher to be indecent or causing a distraction, the teacher will send the student to the office with a referral for disciplinary action.

1. Wearing a head cover of any kind indoors is considered inappropriate. All caps, hats, etc., will be removed when inside any building at EHS. Head coverings worn inside the building will be confiscated.
2. Students will be allowed to wear walking shorts. Lengths of shorts must be appropriate. No bicycle or short-shorts allowed. The Principal will determine the appropriateness of shorts and skirts. Shorts must be finger tip length all the way around.
3. No see-through apparel, halter tops, tube tops, or tank tops will be allowed. No sweaters with straps, width of the shoulder strap is irrelevant.
4. Skirts and blouses must completely cover the midriff, stomach, and breasts (no cleavage).
5. No clothes with large, indecent holes are allowed.
6. No undergarments may be visible.
7. Inappropriate words, vulgar connotations/innuendo, or any article of clothing that could create a distraction are not to be worn.
8. Nothing that may be regarded as gang-related colors, such as bandanas, may be worn or displayed. No chains of any type will be worn.
9. Sagging is prohibited. Clothing must fit properly at the waist.
10. Scenes of violence, death, are not allowed.
11. Pant legs must be worn below the calves.
12. Bracelets or chokers with any type of studs. This includes dog collars of any type.
13. No trench coats, long duster coats, or any over-sized coats are to be worn inside of the building.
14. No type of hand or arm coverings are to be worn inside of the building. This includes any type of gloves, unattached sleeves, and such.
15. Rollerskate shoes are not allowed.
16. Yoga, dance, and spandex pants are not allowed unless the shirt or top extends to finger tip length the same as the rule for shorts and skirts.
17. Non-prescription costume contact lenses are not allowed.
18. Male students must wear shirts with sleeves.
19. Students will not be allowed to have blankets in the halls or the classrooms, unless permitted by administration.

Consequences of dress code violations are:

First Offense: Warning – Call Parents

Second Offense: Lunch Detention – Call Parents

Third Offense: Full Lunch Detention – Call Parents

Fourth Offense & Up: 3 Days AISP – Call Parents

C. Cell Phone/Electronic Device/ Headphone Policy

Cell phones, and any other electronic devices are at the discretion of the teacher during class time. Cell phones are allowed during lunch and during passing periods. Headphones are not allowed, and should not be visible during the passing periods. Headphones are allowed during the lunch period, while in the cafeteria. Students must follow the rules of each teacher while in their class.

1. First Offense: Lunch Detention
2. Second Offense: Full Lunch Detention
3. Third Offense: 1 Day of AISP
4. Fourth Offense: 2 Days of AISP
5. Fifth Offense: 3 Days of AISP

D. Public Display of Affection

All students shall refrain from a “public display of affection” (PDA) during school hours and on school property. The definition of the term PDA shall be defined at the discretion of the current administration. Disciplinary action will be used to stop PDA. There will be no touching of bodies other than holding hands. Hugs, kisses, rubbing and fondling are not allowed at school functions and on school property. Consequences of PDA:

1. First Offense: Conference
2. Second Offense: Lunch Detention and Parent Contact
3. Third Offense: Full Lunch Detention and Parent Contact

E. Intimidation/Bullying/Harassment/Cyberbullying

Every member of the school community is entitled to attend school free from harassment, threats, or fear. Bullying and/or intimidation of others may include but is not limited to any repetitive aggressive or negative gesture, or written, verbal, or physical act that places another individual in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any individual, including certified or support staff, in such a way as to disrupt the school environment or interfere with the school operation. This includes threats made on social networks that present a problem in the school setting. When evidence of harassment has been validated by the appropriate administrator the following consequences will be administered based on the severity and nature of the incident to include:

- Conference with student(s)
- Conference with student(s) and parent
- Lunch Detention
- Full Lunch Detention

- AISP
- Suspension
- Notification of legal authorities

Threats or other forms of intimidation, any retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy and will be subject to additional administrative and/or legal action. Bullying forms are available online on our school website at www.elginps.org. A bullying report will be kept on file and signed by all parties involved in the bullying action

F. Alcohol and Illegal Drugs

- Drug/Alcohol – sale, distribution, possession, use and/or appearing to be under the influence of alcohol, low-point beer, inhalant, marijuana, any controlled dangerous substance, and substances prohibited by the laws of the State of Oklahoma or the City of Elgin or any other drug or medication not administered by the school administration with parental authorization.
- Drug/Alcohol – Sale, distribution, possession, use and/or appearing to be under the influence of any “imitation controlled substance” as defined in Section 2-101 of the Uniform Controlled Dangerous Substances Act, 63 O.S. Section 2-101 et. Seq.
- Drug/Alcohol – Sale, distribution, possession of drug paraphernalia.
- Drug/Alcohol – The use, possession or consumption of low point beer, inhalant, marijuana, any controlled dangerous substances, any substance prohibited by the laws of the State of Oklahoma or the City of Elgin or any other drug or medication not administered by the school administration with parental consent during the day, prior to attending school or any school sponsored event.

Consequences

- Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, 3.2 beer or alcohol in or on school property or any school sponsored event, including buses will face the following consequences:
 - Up to 10 days suspension and 45 days of AISP
 - Expelled from school for a semester; plus one, and
 - Will be reported to the appropriate law enforcement agencies for possible legal action.
- HB 1442 prohibits the distribution, dispensing or possession with intent to distribute or dispense controlled dangerous substances or imitation controlled dangerous substances on

or within one thousand (1,000) feet from school property. Any person convicted of a violation of this act is guilty of a felony. Conviction brings a mandatory sentence of not less than five (5) years and not more than twenty (20) years, plus a fine not to exceed \$100,000. EFFECTIVE DATE: November 1, 1989.

G. Dangerous Weapons

It is the policy of the Elgin School District to comply with the Gun-Free Schools Act. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as:

1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of an explosive.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm silencer.
4. Any destructive device including any explosive incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to proper legal authorities.

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below: "...Any pistol, revolver, dagger, bowie knife, dirk knife, switchblade, spring-type knife, sword can, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, Billy, hand chain, metal knuckles or any other offensive weapon." Elgin Public Schools prohibits the possession of any type of knife on school property, buses or at school functions, which includes activities held at other schools or buildings. Any student who violated Section 2 of this policy will be subject to discipline which may include:

1. Suspension up to one full calendar year (for firearms).
2. Or, for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent

or the superintendent's designee.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Elgin Board of Education at its next meeting.

H. Academic Dishonesty

Any attempt to obtain credit for work done by another is totally unacceptable at Elgin High School. This includes cheating on test, copying work of others, copying word-for-word from published works (plagiarism), improper use of the Internet, and similar activities.

When a student participates in a form of academic dishonesty:

1. Zero on assignment and parents notified
2. Zero on assignment, parents notified and Full Lunch Detention
3. Zero on assignment, parents notified and 3 days of AISP

I. Vandalism

The Elgin Board of Education adheres to State School Law of Oklahoma, Section 658:

Section 658. Damages – Liability of Parents

The state or any county, city, town, municipal corporation or school district, or any person, corporation or organization, shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or a county, city, town, municipal corporation, school district, person, corporation or organization. The amount of damages awarded shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00). (23-10)

J. Tobacco Policy

Students of Elgin Public Schools are expected to comply with the State Statutes dealing with possession/use of tobacco products. Students will not be allowed to be in possession/use of any form of simulated tobacco, or tobacco product at school or while attending school functions and activities, this will also include E-cigarettes and Vapor Cigarettes. Students in possession of tobacco products will receive:

1. First Offense: 5 days AISP
2. Second Offense: 10 days AISP
3. Third Offense: 15 days AISP

K. Internet Acceptable Use Policy Terms and Conditions

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Board of Education believes that the use of the Internet will further education at Elgin Public Schools (EPS) by promoting the exchange of information and ideas. For that reason, the school district has made Internet access available to staff and students. EPS provides and manages a G Suite for Education account for your child. This G Suite for Education account includes a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At EPS, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into Chromebooks, and learn 21st century digital citizenship skills.

Acceptable Use: Since the Internet constitutes an unregulated collection of educational resources, which change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials which a user may encounter. Students will be under teacher supervision when using the Internet; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or online conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed over the Internet. Users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended.

Users of the services will respect any copyright and license agreements. Copyrights software, pictures, or music will not be downloaded for use which violated the copyright laws.

G Suite is to be used ONLY for school projects. Students using G Suite for their own purposes are cautioned that the EPS offers no guarantees to the safety or permanence of ANY data in its G Suite system.

When sharing a G Suite document, spreadsheet, presentation, or other file with other users, one agrees that:

- all users are agreeable to receiving an invitation to collaborate,

- all users must report any violations of any school policies or government laws immediately,
- all users must be treated with respect, and,
- all users are expected to contribute fairly, citing sources when ever necessary, and following all rules, laws, and guidelines.

In the case of a shared site or file, all of the above guidelines also apply. Sites/files will only be marked as “public” with prior permission and students will not give out addresses or links to anyone outside the school community.

Deliberate destruction or vandalism of other users’ data or shared data is prohibited. Nothing shall be deleted without the permission of the person who created it.

G Suite will not be used to post any information for commercial activities, product advertisement, or political advocacy, nor will it be used to post any obscene, discriminatory, or offensive material.

District employees had the right to monitor all postings and activities to include G Suite.

Parents can read the Google Suite Notice to Parents and Guardians on the EPS website in the “For Parents” Documents, or you can request this information by emailing Mike Evon, Technology Director, at mikeevon@elginps.net. The notice provides answers to common questions about what Google can and can’t do with your child’s personal information. Please note although your student will have an EPS’ email account, they will only be able to send/receive emails to/from other school accounts.

Privileges: The use of the Internet and G Suite is a PRIVILEGE, not a right! Violation of the Internet Acceptable Use Policy will result in forfeiture of all Internet user privileges. Violators shall also be subject to appropriate disciplinary action.

The creation of a G Suite for Education account for your child will ONLY be created with parental/guardian permission. By signing the Internet Acceptable Use Policy Terms and Conditions on the enrollment form, you are giving permission for Elgin Public Schools to create and maintain a G Suite for Education Core and Additional Services account for your child and for Google to collect, use, and disclose information about your child only for the purposes described in the Google Suite for Education Notice to Parents and Guardians. If you don’t provide your consent, EPS will not create a G Suite for Education account for your child.

L. Parking and Vehicle Use

The Elgin Board of Education will permit student parking of motor vehicles on the high school campus only. Students driving a motor

vehicle to the high school campus may park the vehicle in the parking lot designated for student parking. The vehicle will not be used during the school day. In the event of an emergency, permission may be granted for student's use of a vehicle with parental approval. No one will be allowed to go to their vehicle during school, without permission from the office. Students are permitted to park on school premises as a matter of **privilege**, not a right. Students must show proof of a valid driver's license and vehicle insurance in order to have driving/parking privileges. All cars must be parked by 8:10 a.m.; no parking is permitted in the Middle School gym area, Fine Arts Center area or vocational area. Student vehicles will not be driven during the normal school day without administrative and parental permission (all cars will remain parked between 8:10 a.m. – 3:25 p.m.). School personnel will conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior and exterior of a student's automobile may be searched when a school authority has reason to believe that illegal or unauthorized drugs, weapons or other contraband is within or upon the vehicle. Such searches may be conducted without notice, without consent and without a search warrant.

Students attending regular classes at the Great Plains Technology Center may ride the bus to and from the Career Tech. Elgin will provide a bus, liability insurance and supervision for those students riding the bus to Career Tech. Students who drive to school may ride the career tech bus. The bus will depart from Elgin High School at 7:55 a.m. (morning classes) and 11:10 a.m. (afternoon classes) each school day. Only by parent/administration permission will students be allowed to haul passengers other than immediate family members to school/Career Tech. Students may drive their vehicle to and from Career Tech if they have a note from their parent/guardian and the proper paperwork is completed in the office. Students must follow the driving rules of the administration as listed in the student handbook.

Students with valid driver's license will be permitted to drive to and from school. Students will park only in designated student parking areas. They must leave the vehicle upon arrival to school and not remain sitting in the vehicle. Elgin Public Schools will not be responsible for vandalism/theft to vehicles parked on school grounds. Transportation will be limited to arrival and departure from school. Students driving a vehicle during school hours, without special permission from the administration or are in the parking lot without permission will be subject to disciplinary actions.

Students driving to and from Cameron University will be limited to arrival and departure. Passengers must be approved through the office.

1. First Offense: Lunch Detention
2. Second Offense: 1 Day of AISP

3. Third Offense: 2 Days of AISP
4. Fourth Offense: 3 Days of AISP

M. Bus Rider Rules

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules. Previous to loading students should:

1. Be on time at the designated school bus stop. The bus will pull up to the bus stop with loading lights on, stop and honk horn one time before proceeding to the next stop. It is the duty of the students and parents to have students at the bus stop on time waiting for the bus.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching the bus stop.
5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting for the bus.
7. Receive proper school authorization before being discharged at places other than the regular bus stop.
8. While on the bus, students should keep all parts of their body inside the bus.
9. Refrain from eating and drinking on the bus.
10. The use of any form of tobacco, alcohol or drug is prohibited.
11. Assist in keeping the bus safe and clean at all times.
12. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own).
13. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, ect., must be paid for by the offender.
14. Never tamper with the bus or any of its equipment.
15. Maintain possession of books, lunches or other articles and keep the aisle clear. (No feet in the aisle – students should face the front).
16. Help look after the safety and comfort of small children.
17. Do not throw objects in or out of the bus.
18. Remain in your seats while the bus is in motion.
19. Refrain from offensive, un-consented touching of another's person. Includes fighting, throwing objects, etc.
20. Be courteous to fellow pupils, the bus driver and the patrol officers or driver assistants.
21. Remain quiet when approaching a railroad-crossing stop.
22. Remain in the bus during road emergencies except when it may be hazardous to your safety.
23. When leaving the bus – go at least ten (10) feet in front of the

bus, stop, check traffic and wait for the bus driver's signal, then cross the road.
24. Go home immediately, staying clear of traffic.

N. Cafeteria

The Elgin High School Cafeteria will serve breakfast and lunch daily. Breakfast will be served from 7:45 a.m. until 8:15 a.m. "A" lunch period is 11:05 - 11:40 and "B" lunch period is 12:00 - 12:40. **Carry-outs are not allowed unless prior permission is given.**

Students eating in the cafeteria are expected to maintain proper conduct during the lunch period. Supervision will be provided by a faculty member. Student expectations are as follows:

1. Respect the rights of others; do not "cut" in the lunch line (students who cut or have poor behavior will be moved to the end of the line; along with the person allowing the cut).
2. After eating, leave the table as clean as possible for the next person.
3. Students should remove trays, eating utensils and empty cartons to the designated area (receiving window). **Meal Prices:** Weekly or monthly payments for lunches can be arranged, but due to business obligations that must be met by the cafeteria, there will be no charges.

Meal Prices: Weekly or monthly payments for lunches can be arranged, but due to business obligations that must be met by the cafeteria, there will be no charges.

Grades K-2:	Breakfast \$1.50	Lunch \$2.75
Grades 3-6:	Breakfast \$1.75	Lunch \$2.95
Grades 7-12:	Breakfast \$1.75	Lunch \$3.10
Adults:	Breakfast \$1.75	Lunch \$3.95

Parents can access their student's cafeteria account at www.mynutrikids.com with their student's identification number.

O. Tutorial Period

Tutorial periods will be from 8:00 - 8:20 a.m. and 3:25 - 3:45 p.m. Monday through Friday. Students who need extra assistance in a subject should attend these tutorial periods. Students who are failing may be assigned tutorial by the teacher. Students should always communicate with the teacher as to when they plan to attend tutorial periods.

P. Visitors

All visitors to Elgin High School will sign in at the front office and be given a Visitor's Sticker that should be worn if they are going to be present in the building for any reason.

Students will not be allowed to bring student visitors to school with them.

Students who are not enrolled at Elgin High School will not be allowed to attend class, or eat lunch with the students of Elgin High School.

Q. Open Campus Policy

Students grades 9-12 will be permitted to go off campus during the lunch period.

R. Food and Drink

1. No food or drink in classrooms, except bottled water.
2. Vending machines may be used before 8:15 a.m., during lunch and after 3:25 only. Vending machines are not to be used during class time.
3. Students are NOT allowed to order lunch and have it delivered to the school.
4. No Glass bottles of any kind allowed.

S. Lunch Detention

Lunch detention will be during the first 20 minutes of each lunch period. Students who are assigned lunch detention will report to the detention room at the beginning of the lunch period. Students will serve 20 minutes, and then be released to lunch. Students will not be allowed to talk, leave the room, nor have any of the following: gum, candy, drinks, food, magazines or newspapers. Students will be allowed to bring work, but will not be allowed to leave the room to go get anything from their locker. Any discipline problem during lunch detention will result in reassignment or other action by the principal. If the student misses Lunch Detention they will go to AISP the rest of the day. If the student is absent the day they are assigned lunch detention they will serve the detention the day they return.

Full Lunch Detention

Full lunch detention is a part of the discipline system at Elgin High School. Students assigned will be given instructions by the assigning principal. Students will report to the detention room at 11:05 for A lunch and 12:00 for B lunch. Students will receive a take-out lunch from the cafeteria or they may bring their own lunch. Students must also bring assignments to work on during the period. Students will remain in the detention the entire lunch period and will not be allowed to leave to retrieve any items. Failure to follow the procedures in detention will result in being assigned another detention.

- Be on time
- Be prepared for lunch
- Have your work with you
- No phones, or any electronic device
- Clean up and throw away your lunch

- No sleeping or talking

A Lunch students will report to room 34 with Mrs. Osborn

B Lunch Students will report to room 4 with Mr. Morton

T. AISP

Alternative In-School Suspension Placement. Students assigned to AISP are to adhere to the following rules while in AISP.

1. Students must report to AISP each morning and will receive their assignments in the AISP classroom.
2. Students must be in their seat by 8:20 a.m. with all books, pens and pencils.
3. On the first assigned day of AISP students will copy the rules and write a 300 word essay.
4. Students will remain in their seat with their feet under their desk. Students must raise their hand for permission to get out of their chair.
5. There will be no talking in AISP. Permission to talk will be granted when you raise your hand and are called upon.
6. No gum, candy or drinks.
7. No magazines or newspapers unless assigned by a teacher.
8. Students **will not** be allowed to leave the AISP room to attend a class. Students should attend the tutorial periods at 8:00-8:20 a.m. and 3:25-3:45 p.m. Monday through Friday to get help on assignments.
9. Bathroom privileges will be given three times a day.
10. Students are required to eat lunch in the AISP room.
11. Students who are in AISP are not to attend school functions (FFA, Sports, Drama, Vocal, Dances and Field Trips). If you are unsure about attending an event, ask the AISP teacher or one of the Principals.
12. Students are not to sleep during AISP.
13. Students are not to interact with any athlete that is receiving treatments.
14. All electronic devices are to be turned off and given to the AISP teacher upon entering the classroom. Devices will be returned at the end of the day.
15. A log will be kept of any infractions of the rules or misbehavior. Upon the third strike, the student will be sent to the office and will receive punishment appropriate by the principal. Additional punishment will consist of extra days being assigned or suspension.

ARTICLE IV: STUDENT RIGHTS AND RESPONSIBILITIES

A. Locks and Lockers

Locker space is available for students and every student will be assigned

a locker. Students should only use the lockers assigned to them. These lockers are school property and the contents are subject to school inspection. Students should not have anything in their lockers they do not want school officials to see. **Elgin High School does not assume responsibility for property removed or stolen from lockers.** The school reserves the right to remove any lock from a locker when necessary. Students have no privacy rights where school lockers, desks or other school property are concerned. Lockers may only be decorated for school-sponsored events. Nothing should be placed on the locker that cannot be easily removed. If a student chooses to lock their locker the office will need an extra key or the combination in case of emergencies.

B. Library

Use of the library is encouraged for pleasure reading as well as research. There will be a professional librarian or library assistant on duty all day to help you with the use of the library. The library will be open before school, at noon, after school as well as during all class periods. Students must present a library pass to the librarian if they come during a class period. Classes will be taught each year to all ninth graders on the proper use of the library and its materials. Other classes will frequently visit the library and conduct research.

Books may be checked out for a period of three weeks. There is no fine for overdue books; however, your library privileges will be suspended until the book is returned. If you lose a book, please notify the librarian at once. If it is not found by the end of the semester, it must be paid for. Certain reference books, magazines and encyclopedias cannot be checked out. These must be used in the library. Absolutely no food or drink is permitted in the library. Teachers who take their class to the library are required to remain in the library with their students.

C. Medication

The term "medicine" as used in this policy means "nonprescription medicine" and "filled prescription medicine". "Filled prescription medicine" is prescription medication contained in a prescription vial with a label which correctly states the name of patient, name of prescriber, prescription number and directions for the administration of the medication.

Only the following personnel shall be authorized to administer medicine at school: the school principal or school employees who have been designated in writing by the school and school principal. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given written authorization to the school. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the

student attends and complete and sign the "Parental Authorization" form given to each student. When a student enrolls in a particular school, the parent or guardian of the student may sign a "Clinic Card" authorizing the appropriate personnel to administer nonprescription medications to the student during an emergency when the parent or guardian cannot be reached. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student

Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the same. Nonprescription medication may be dispensed and administered only in compliance with the written directions on the label of the medicine, or as otherwise authorized in writing by the child's physician. All medication shall be properly stored, and not readily accessible to persons other than the persons who will administer the medication.

Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of the medicine which was administered, and the time the medicine was administered. The "Log of the Administration of Medicine" shall be used by each school to keep the record of all medicine administered during each school year. The Elgin Board of Education adopts this policy pursuant to the provision of 70.0s 1984, 1160.2. Under this statute a school nurse, county nurse, administrator or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful, or wanton negligence.

D. Privacy Rights of Students

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

E. Graduation Exercises

Graduation exercises are an Elgin High School function that will be organized by the principal. Students must be dressed appropriately (no sandals, shorts) and attend each practice or they will not be allowed to participate in the graduation exercises. Nothing is to appear on caps and gowns except a tassel and/or honor stoles. Graduates will wear school colors.

ARTICLE V: ACADEMICS

A. Grading

Grade Scale

- A 90-100
- B 80-89
- C 70-79
- D 65-69
- F 64-Below
- I Incomplete
- S Satisfactory
- U Unsatisfactory
- NC No Credit (0)

Parents/Guardians may access student grades at <http://www.wengage.com/elggradebook/login.aspx>. Parent passwords for the grade book will be mailed home at the end of August.

Guidelines used in determining Valedictorian, Salutatorian and class rank:

1. Students must take a minimum of one Pre-Advanced Placement (Pre-AP) or an Advanced Placement (AP) course or be concurrently enrolled each year in grades 9-12.
2. The Valedictorian, Salutatorian and Class Rank will be determined from the seven-semester GPA on a numerical scale.
3. The numeric GPA will determine the class rank. For every Pre-AP or AP course taken, an additional .05 will be added to the numeric GPA.
4. Students who have been suspended will not be recognized as graduating with honors or as Valedictorian or Salutatorian.

B. Eligibility

In order to be eligible for participation in extra-curricular activities sanctioned by the Oklahoma Secondary School Activities Association, a student must maintain passing grades as indicated below:

1. Failing notices will be sent home to parents on a weekly basis beginning the third week of a semester if a student is failing. The notice is not to be signed or returned but treated as information between grading periods. The first time a student appears on the failing list, he/she is on a probationary status for participation for the next one week period. A probationary student who is failing one or more classes the next week becomes ineligible.
2. The ineligible period is from Monday through Sunday following the notice.
3. A student who receives a failing notice is encouraged to request a conference with the teacher. Parents also are encouraged to communicate with the teachers.

4. Students should take advantage of tutorial time to make up work or get assistance to help them become eligible the following week.
5. Failing notices are sent to all students regardless of participation in OSSAA sanctioned events.

C. Eligibility Rules

Section I

Semester Grades

1. A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would be five school credits for the 7th and 8th grade students).
2. A student must maintain a ninety percent (90%) attendance record.
3. A student who does not meet the minimum scholastic standard; will not be eligible to participate during the first six weeks of the next semester they attend.
4. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the six-week period.
5. Pupils enrolled for the first time must comply with the same requirements of eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section II

Student Eligibility During a Semester

1. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
2. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of the week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one-week period, they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
3. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility under rule three with the first class of the new one-week period (Monday through Sunday).
4. "Passing grade" means work of such character that credit would be entered on the records.

Section III

Special Provisions

1. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements).
2. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of the three-week period.
3. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family and natural disaster.) (Board policy allows a maximum of two weeks to apply to this exception.)
4. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a, for the end of the spring semester.
5. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section IV

Special Education

Students who are enrolled in special education classes, have an individual education plan and have been certified by the principal as doing a quality of work may, with the approval of the Board of Directors, be accepted as eligible under this rule.

D. Classes Failed or Receiving No Credit and Incomplete Grades

All required classes failed or receiving no credit in grades 9-12 must be made up. Required classes that are failed or receive no credit in 9, 10, 11 and 12 will be made up at the earliest possible convenience. Credits will be given by semester. (Not by an average of first and second semester or passing second semester.)

Students having incomplete grades at the end of a grading period, either

9-weeks or semester, will have two weeks to complete all make-up work before the final grades are calculated. This policy includes all students in regular attendance, as well as those students receiving home bound instruction. At the direction of the principal, an exception to this policy could be made for the following reasons:

1. Should a student be hospitalized, unable to do school work for more than two weeks just prior to the end of a grading period and/or,
2. Should a student be recuperating at home under a doctor's care, unable to do school work for more than two weeks just prior to the end of a grading period.

E. Classification

In order to be classified as a sophomore, a student must have attained six (6) credits; to be classified as a junior, a student must have attained twelve (12) credits; and to be classified as a senior, a student must have attained eighteen (18) credits.

F. Homebound

Home bound instruction is available for a student who is absent for more than two consecutive weeks due to an accident or illness. Homebound applications are available from the school counselor and require a letter of recommendation from a medical doctor.

G. Graduation Requirements

Students will be required to complete 23 units of credit in order to graduate from Elgin High School. One semester equals $\frac{1}{2}$ unit of credit. Senate Bill 982 was passed by the Oklahoma Legislature and signed into law by Governor Henry on June 7, 2005. The law requires all incoming ninth grade students to complete the college preparatory curriculum in SB 982, unless the student's parent or legal guardian approves the student to enroll in the existing state high school graduation requirements. Successful completion of either curriculum will result in accomplishment of a standard diploma. Students must be within one credit of completing his/her graduation requirements to participate in the graduation ceremonies.

Graduation Requirements:

4 units – English.

3 units – Math (limited to Algebra I, Algebra II, Geometry, Trigonometry, Algebra III/Trigonometry, Advanced Placement Calculus or any mathematics course with content and/or rigor above Algebra I and approved for college admissions requirements).

3 units – Lab Science.

3 units – Social Studies – American History (1), World History (1), Government (.5), Oklahoma History (.5) *Government can be taken as dual credit at Cameron University.

2 units – Foreign Language/Computer Technology* (must complete two units of the same foreign language or two units of computer programming, hardware, business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses. Approved for college admission requirements whether taught at a high school or a technology center school.

1 unit of Fine Arts or Speech – Music, Art, Drama or Speech.

6 units – Other – Selected from courses listed above or career and technology education courses approved for college admission requirements.

H. Outside Credits

Students may earn credit for graduation outside Elgin High School through:

1. Summer School – accredited by the Oklahoma State Department of Education.
2. Correspondence or on-line courses from State accredited institutions.
3. Summer Tech Center programs.
4. Proficiency examination, given twice annually by the district.

Information for all programs is available from the school counselor.

I. Homework/Make-Up Work

In the event that a student is absent from school, for any reason, they will be given the number of days they were absent plus one to complete all assignments for the classes in which they were absent. These absences include being absent for school activities, illnesses, etc. However, a student on short term suspension will not fall under this policy. It is the student's responsibility to initiate make-up scheduling with his/her teachers for missed work and tests.

Homework may be requested by the parent or the student when absent; this practice would be recommended so that the student does not get behind in his/her classes. To request make up work, please call the office, and a form will be sent around to the teachers to gather the assignments for the requested days. Even though the student or parent requests make up work early, the student still falls under the "number of days" rule. A student will not be penalized for attempting to request work while absent. The "number of days" rule will go into effect upon his/her return to school.

Projects, reports, and tests which are known prior to an excused absence are expected to be turned in and/or taken upon the student's return to

school. Exceptions may be granted due to the extent and/or nature of the absence or the specific class work missed. Students are encouraged to communicate with their teachers about these situations.

J. Honor Roll

Students making all A's in a semester period shall be placed on the Superintendent's Honor Roll. Students making A's and B's in a semester grading period shall be placed on the Principal's Honor Roll. The following subjects will not be counted toward honor roll eligibility: office assistant, driver's education, teacher's assistant, summer career tech, library assistant, yearbook, career tech orientation and physical education classes.

Honor Society

National Honor Society: Admission requires a cumulative grade average of 93 percent or better (certain courses excluded). After you are admitted, your cumulative grade average is routinely checked. If it falls below 93 percent at any time, you are put on probation for the following semester. If at the end of that probationary period your average is at or above 93 percent you are taken off probation. If it is still below 93 percent, you are dropped from membership and can never be readmitted. Students in grades 7-8, who are dropped from membership of the National Junior High Honor Society, may be admitted to the National High School Honor Society during grades 9-12 if their average once again reaches 93 percent. All students must follow the NHS Code of Ethics or they will be dropped from membership and will never be readmitted.

Oklahoma Honor Society

Students in the academic top 10 percent of the Middle School and students in the academic top 10 percent of the High School are admitted to membership each spring in the Oklahoma Honor Society.

K. Proficiency Based Promotion

1. Upon the request of a student, parent, guardian or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
 - i. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
 - ii. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-103.6:
 1. Social Studies
 2. Language Arts
 3. The Arts
 4. Languages

- 5. Mathematics
- 6. Science
- iii. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
- iv. This opportunity will be provided at least twice each school year.
- v. Qualifying students are those who are legally enrolled in the Elgin School District.
- vi. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
- vii. Students will be allowed to take proficiency assessments in multiple subject areas.
- viii. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
- ix. Exceptions to standard assessment may be approved for students with disabling conditions.
- 2. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
 - i. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
 - ii. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
 - iii. Failure to demonstrate proficiency will not be noted on the transcript.
 - iv. Students must progress through a curriculum area in a sequential manner. Elementary, middle level or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
 - v. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma. The proficiency test/performance score will be recorded on the cumulative record as the course grade.
 - vi. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

3. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction is focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.
4. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
 - i. Individualized instruction
 - ii. Correspondence courses
 - iii. Independent study
 - iv. Concurrent enrollment
 - v. Cross-grade grouping
 - vi. Cluster grouping
 - vii. Grade/course advancement
 - viii. Individualized education programs
5. Elgin School District will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.
6. Appropriate notation for core curriculum area completed – appropriate notation will be made for elementary, middle level, or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion will be recorded with a grade. This unit will count toward meeting the requirements for the high school diploma. **The administration will write guidelines to support this policy.**

L. Research Papers

Research papers will be **typed** and turned in on the deadline set by the classroom teacher and at no later time. The research paper will count up to 50% of the student's nine-week grade for English. (Each teacher will determine how much the paper will count.) A zero will be given if the paper is not turned in by 3:15 p.m. on the due date. If you are out of the country or have a school activity, the paper is still due.

M. Semester Tests

Semester tests will be comprehensive in all courses. Semester tests **WILL NOT** be given early for any reason. Students must take each test as scheduled. Students who have an emergency must have a parent contact the school and a time will be arranged to make up the test with principal approval. Students who do not take their test at the scheduled time and do not make arrangements through the office will receive a zero on the semester test. Work, trips, leaving the state for visits, etc. are not emergencies (school activities will be handled with the teacher).

N. Course Fees

If your student is enrolled in Art I, II, III, IV, or Pottery, there will be a \$25 fee for specific art supplies. This fee will need to be paid during the first week of school.

If your student is enrolled in Drama, there will be a \$40 fee for supplies.

If your student is enrolled in FACS Basic Marriage and Family, there will be a \$15 fee and a \$25 fee if they enroll in Food Prep. This fee will need to be paid during the first week of school. Students may still be required to bring other supplies throughout the year.

ARTICLE VI: GUIDANCE

A. Counselor

A counselor is available to assist students during the day. The counselor may assist students with career, academic and personal concerns. Students should meet with a counselor or any staff member when they feel assistance is needed.

B. College Exams

Most colleges and universities require either the ACT or the SAT college entrance exams. We recommend that juniors take either one at least twice during the junior year. Seniors should take the tests as many times as necessary for admission or scholarship scores. Packets for these tests are available in the counselor's office or at the designated websites.

ACT – www.act.org – SAT – www.collegeboard.com

C. PSAT/NMSQT

Preliminary Scholastic Aptitude Test/National Merit Semifinalist Qualifying Test (PSAT) is administered annually in October to give students an opportunity to experience a national college aptitude examination as well as to identify top students for the prestigious National Merit Scholarship Program. Juniors who sit for the PSAT/NMSQT may qualify for classification of "semi-finalist" in the National Merit Scholarship Program and will become eligible for monetary awards. Freshmen and sophomores may register to take the exam for practice, but only tests taken during the junior year are used in the scholarship competition.

D. Concurrent College Enrollment/Dual Enrollment

Courses comparable to state-mandated core curriculum courses taken by concurrent enrollment may be counted toward meeting the minimum graduation requirements. For example, if a student takes a government course from Cameron University, he/she may also count it as a year of high school government.

Elgin Public Schools will use the following guidelines to comply with

70 O.S. § 628.13 for any student taking classes through concurrent enrollment from a college or university:

1. Grades and credits received from the concurrent enrollment class **will be** posted to the high school transcript. Grades **will be** averaged into the GPA. Students must be aware that if they are taking a college course, the grade earned in the class will impact the student's high school GPA and class rank.
2. High school class schedules will be adjusted as follows:
 - a. 1 concurrent class – the student must take 4 classes at Elgin
 - b. 2 concurrent classes – the student must take 3 classes at Elgin
 - c. 3 concurrent classes – the student must take 2 classes at Elgin
3. Attendance and Withdrawals of the concurrent enrollment class will be handled as follows:
 - a. Student's reported as a **"No Show"** for a concurrent class will need to immediately report to their high school counselor to get the appropriate classes scheduled into their high school schedule.
 - b. Student's that drop their concurrent enrollment class will need to immediately report to their high school counselor to get the appropriate classes scheduled into their high school schedule.
 - i. **If a student drops a class within the first 10 days of the semester, they will be enrolled in the appropriate number of courses at the high school for full credit. If the student drops the concurrent class after the first 10 days of the semester, they will be enrolled in the appropriate number of courses at Elgin for no credit. The principal has the discretion to consider exceptions to this rule.**

Furthermore, if a student does not pass a college course he/she may not meet the high school requirements for graduation. Letter grades will be transcribed as follows: A=99, B=89, C=79, D=69, F=64. Clep grades will be posted as a 92% (passing assigned by College Board).

****Students must complete the Concurrent Enrollment Agreement form before enrolling in a college or university. This form must be returned to the principal.

E. Early Graduation

Although it is recommended that students spend four full years in high school, student may graduate upon completion of requirements. Students should meet with the counselor during their 10th grade year if they are considering this option.

F. Letters of Recommendation

Colleges, universities and trade/technical schools often require a letter of recommendation. The procedure to acquire a written recommendation is as follows:

- a. Check your application for the due date. In order to write a proper recommendation, **you must allow your counselor or other school personnel three weeks for its completion.**
- b. Get a Recommendation Request from the counselor or have a resume prepared to give the recommender.
- c. Your due date may not be met unless the three (3) weeks notice is given.

G. College/Career Resources & Library

The counselor's office has information available on the following: Four year colleges and universities, two year colleges, technical schools, trade schools, military, and the world of work. This information includes:

- a. Admission requirements
- b. College entrance exam requirements
- c. Expenses
- d. Financial Aid
- e. Scholarships
- f. Advanced placement policies
- g. Degrees offered
- h. Co-curricular activities
- i. Military programs
- j. Job opportunities

Students should begin investigating post high school programs as early as their freshman year. By doing so, a student can give direction to his/her high school curriculum. Scholarship opportunities are available as early as the freshman year but primarily in the fall of the senior year.

H. Specialized Services for Students and Families

Juvenile Shelter

AIDS Hotline 1-800-826-2961

Child Welfare Hotline 1-800-522-3511

ReachOUT 1-800-522-9054

I. Class Schedule Changes

Schedule change requests will only be accepted within the first 10 days of 1st and 2nd Semester. Students will not be allowed to switch classes after the 1st 10 days of school each semester. Students will be required to complete a schedule change request form and return it to the office signed by the teachers and parents. Students will then be called in one at a time to complete their schedule change. Unnecessary changes will not be made and classes will not be overloaded to accommodate changes. Once the signed form is received in the office the change is final if changes were necessary. Schedules will not be changed because of a teacher. If the form is not returned, signed, the change will not be processed. There are no guarantees that schedules will be changed.

ARTICLE VII: STUDENT LIFE

A. Visitors

All visitors to Elgin High School will sign in at the front office and be given a Visitor's Sticker that should be worn if they are going to be present in the building for any reason.

Students will not be allowed to bring student visitors to school with them. Students who are not enrolled in Elgin High School will not be allowed to attend class, or eat lunch with the students of Elgin High School.

B. Dances

Students who are ineligible will not be allowed to attend school dances.

C. Prom

Prom tickets will go on sale the week after Spring Break at the price of \$30 for individuals and \$50 for a couple. The couple discount applies when both tickets are purchased at the same time. If the individuals getting the couple discount are Elgin juniors/seniors, they will not be eligible for another "plus one" ticket. No freshmen will be allowed to attend prom. Off campus date forms must be submitted before a ticket may be purchased. The individual ticket price will increase to \$50 the week of prom. No couple discounts will be given the week of prom.

- Students who drop out of school, students who are suspended out of school, students who are NC, students who are in AISP for drugs, alcohol or weapons, will not be allowed to purchase tickets to the prom or attend with a friend.
- Individuals may purchase one (1) ticket or a ticket for a couple (not 3 or 4 tickets), one or the other.
- Students who plan to bring a date from another school or someone not attending school must have their date approved by the principal.
- Prom tickets are nonrefundable (unless the student is in the hospital or an emergency has taken them out of state). All prom dates must be 9-12 grades and approved by the principal and sponsor two weeks prior to the prom. Tickets may be sold to a junior/senior with permission from the junior sponsor.
- Students must complete form provided by the school to bring a guest.
- Students must purchase their prom tickets in person.
- Guests to prom will be between the age of 15 and 20.

D. Senior Personalities

Senior personalities are voted on by the senior class. A student may receive only one personality award. If chosen for more than one, the

student may choose which honor he/she would like to receive. (no group awards). Personality categories include:

- Wittiest, Best Looking, Most Popular, Most Athletic, Best Smile, Most Likely to Succeed, Class Clown, Friendliest, Most Dependable, Biggest Flirt, Most Talented, and Best Dressed.
- Seniors choose the class flower, class color, class motto and class song with final approval from school administration.

E. Activities Program

The activities program is designed to offer opportunities for exploring, developing and widening the student's range of interest and to help the student develop leadership and poise. Participation in extracurricular activities enables students to learn how to plan and work with others.

Clubs may meet during the lunch period, tutorial, the scheduled activity periods or at night. Students who want to form a new club should meet with the principal for assistance.

All clubs should have a file containing the following items: a constitution, a list of officers, a working budget and one service project in advance per semester. All projects and fund-raising activities should be scheduled in advance and listed on the school calendar in the principal's office. Clubs must have certified teacher on site.

School organizations shall hold absences from regular classes and classroom work to a minimum. Students or groups of students participating in activities while representing the school, but away from school property, whether academic or nonacademic, must have prior approval of the school principal.

No students will be excused to attend grade school or middle school plays or programs. Students who have a brother/sister graduation may attend if the parent checks the student out at the office, not letters or phone calls. (this will count as an absence). The Elgin Board of Education subscribes to the philosophy that curricular and extracurricular activities should be mutually complimentary and enhance each other. Teachers should encourage students to participate in extracurricular programs and should plan and schedule major assignments in order to permit students to take part in such activities without jeopardizing their grades or achievement potentialities. At the same time, it is important that activities be scheduled so that they do not disrupt instruction when such can be avoided. While the following policy will furnish some measure of direction and control to participation in extracurricular activities, it is still important that additional efforts be exerted to create an attitude of concern within the school to minimize conflicts between time allocated to

instruction and that approved for extracurricular events.

The Board of Education will appoint an internal activities review committee. They will be responsible for periodically reviewing; exception requests and annually review the entire activity policy. They will make recommendations to the Board of Education on any deviation to the policy. Activities covered under this policy: vocational agriculture, softball, FCCLA, band, basketball, cheerleading, speech, vocal music, volleyball, class activities, football, track, cross-country, wrestling, 4-H, yearbook, baseball, soccer, golf, weight-lifting and all clubs and organizations.

ARTICLE VIII: SAFETY PROCEDURES

A. Fire Evacuation Procedures

The fire alarm will sound in the event of a fire or for a fire drill.

1. Student Procedures

- At the sound of the alarm, students will form a single line in the classrooms.
- The teacher will quickly check the exit route and move to the head of the student line.
- The teacher will signal the students to evacuate the building following the exit procedure posted in the room.
- The students will move quickly out of the building while maintaining a compact group.
- The teacher, after exiting the building, will proceed directly with the students to the designated area.
- The teacher will immediately, upon reaching the designated area, implement their procedure of accounting for all students.
- Upon hearing the "all clear" signal, teachers should lead their students in a single line back into the classroom.

2. Teacher's Procedures

- Teachers are responsible for familiarizing themselves with the fire drill exit procedure posted in rooms where their classes are held.
- Teachers are responsible for informing the students in each of their classes about the exit procedure for a fire drill once each nine (9) week period.
- All teachers will identify a specific area safely away from the building (designated area) where their class will be taken upon evacuating a building during a fire or fire drill.
- Teachers will inform the students in each class where the "designated area" is located.
- Teachers must take their roll books when they exit the building.
- Teachers will "actively supervise" their students and maintain an identifiable group while at the designated area.

- Teachers should encourage silence among the students throughout the executions of the fire procedures.
- Teachers should identify and make arrangements for the orderly evacuation of students having physical disabilities (assign students to assist, etc.).
- Teachers, under any circumstances, should not permit a student(s) to leave the group to reenter the evacuated building.
- Students should leave all books in the rooms. Personal items (purses, etc.) may be taken.
- All other building occupants should evacuate the building according to the exit procedure posted in the room they occupy. They should move away from the building and wait for further instruction.
- **No one is to remain in a building during a fire drill.**

B. Tornado Procedure

When severe weather is threatening the area, administration will be in contact with the proper authorities and watching the weather via Ch. 7, KSWO and the web. When the time arises to make our way to the 3rd grade gym or the high school safe room, we will follow these procedures. We will use both the High School safe room and the elementary gym as our safe rooms.

All classes in the High School building will go to the high school safe room
AG building will go to the High school safe room.

Athletics (football field area) will go to the HS safe room.

Baseball/Softball will go to the elementary gym.

HS Basketball Gym will go to the elementary gym.

Never release students to leave, everyone should take shelter when instructed to do so.

Principals and counselors will immediately go to the HS safe room. Principals and counselors will start directing students into the classrooms. Students should form two lines, entering both doors of the safe room. Students will need to be placed into the 5 classrooms first, 100 students will need to be in each room. Additional students will be placed in the hallway. Students should stay in the classroom that they are sent into. Be sure that the window storm door is closed and locked into place. Both the east and west doors leading outside should be shut.

Teachers will give instructions to stay on their side of the hallway and form a line to enter the safe room. Teachers will then proceed to their assigned room to receive and place students in the classrooms. You should take your class roster and your cell phone. Students will be instructed to sit, and to keep voices down the entire time. Students should not be allowed to go to their lockers to retrieve personal items. We will need to make our way to the safe room as quickly as possible,

but as safely as possible. As soon as possible, one of the assigned teachers should close and lock the window in the classroom.

Transition

All instructions will come from the intercom, should power be out, we will use a bull horn to make instructions in the hallways.

High School Building

Students should form two lines in the beginning in the freshman hall, the students will be placed in the 5 classrooms first, when those are full, students will sit in the hallway, workroom and rest rooms if necessary.

Ag. Building

A call will be made to the Ag. Building and you should proceed to the high school safe room as soon as you get the call.

Field House/Football Field/Practice Field

A call will be made to the Field House and you should proceed to the high school safe room as soon as you get the call. Enter the high school building through the northeast doors.

Gym

A call will be made to the Gym and you should proceed to the elementary gym as soon as you get the call.

Baseball/Softball Field

A call will be made to the Coach and you should proceed to the elementary gym as soon as you get the call.

C. Lockdown Drill Procedure

One continuous ring for 15 seconds of the high school bell will signal a LOCKDOWN. At the signal, teachers should lock classroom door, activate their cell phones and e-mail. Students should be kept away from doors and windows. **CARE SHOULD BE TAKEN DURING LOCKDOWN PROCEDURES TO MOVE QUICKLY AND ORDERLY.**

ARTICLE IX: ELGIN PUBLIC SCHOOL POLICIES

A. Communicable Disease Policy

If a student has contracted a communicable disease, illness, or infestation and the communicable disease, illness or infestation is in a stage that would endanger the health, safety or well-being of classmates, then the student will be denied permission to attend school. The principal may, if he deems it appropriate, require certification by a health officer, nurse or medical doctor, that the disease, illness or infestation is no longer in a

communicable stage whereby the student could infect fellow classmates. Parents that fail to take appropriate and immediate steps to cure the student's condition so that the student may return to school are in violation of state truancy laws and it shall be the principal's duty to report the truancy case to proper authorities as required by Oklahoma school law.

B. Acquired Immune Deficiency Syndrome (AIDS) Policy

Whenever any employee or student has reasonable cause to believe any employee or student has the condition known as Acquired Immune Deficiency Syndrome (AIDS), that employee or student shall report that belief to the Superintendent of Schools. Whenever the Superintendent of Schools has reasonable cause to believe an employee or student has the condition known as AIDS, he/she shall do the following:

1. Contact the appropriate county and/or state health official and follow the procedures they outline.
2. Confront the person confidentially, if a minor then said confrontation shall include the parents of said minor, and require from that person a medical report as to whether the person has the virus condition which causes or transmits AIDS or does not have said virus or condition, from a physician of the Superintendent's choice.
 - a. The Superintendent may suspend the employee, with pay, or the student, with full protection of his/her rights to continue his/her education.
 - b. If offered, the Superintendent must accept and read a medical report from a doctor of the employee or student's choice if it is not the same doctor chosen by the Superintendent.
 - c. If there is a conflict in the reports, the Superintendent should do what he/she believes is reasonable under the circumstances to conform to the reports.
3. After receipt of a positive report, the Superintendent shall immediately consult with the individual concerned, the doctor(s) involved, parents, one person of the choice of the individual concerned, one person of the Superintendent's selection, and any person recommended by the County and/or State Health Department.
4. At this consultation, all parties will have adequate time to present their views and evidence.
5. At the conclusion of this consultation, and after adequate time to reflect and consider, the Superintendent shall render a decision on a course of action. Such a course of action shall consider both the needs of the district and the needs of the individual.
6. The Superintendent's decision shall be final unless appealed to the School Board. An appeal may be made by an oral request.
7. The Board, after a closed hearing in which the individual involved will be guaranteed his/her Constitutional Rights to Due Process, shall render a decision, either affirming, modifying or reversing

the Superintendent's. Said decision shall be confidential.

The Board reserves the right to consult with medical professionals, in private, after hearing all testimony and seeing all evidence.

8. At all times the Superintendent shall see to the educational needs of a student or the employment rights of the employee and protect them from loss. This will not be construed to extend either educational rights or employment rights beyond those already existing for the individual concerned.
9. If the student has an existing IEP, the Superintendent shall relinquish his authority to that committee, act as its presiding officer and that committee will take the appropriate and legal actions.

C. Exceptional Needs Information

The Elgin School District provides the following description of procedures that it will use to ensure compliance to meet the needs of exceptional children.

1. Free Appropriate Education – All children with exceptional needs for whom Elgin Schools is responsible will be provided a free appropriate public education as defined by state and federal statutes. (Section 1 of EHA-B Plan)
2. Program Options – Each exceptional student will be placed in the least restrictive environment as determined by the placement team with parental consultation and will have available to them the variety of educational programs and services provided by Elgin education and counseling. (Section 5 of EHA-B Plan)
3. Confidentiality – Elgin School District ensures that it shall permit parents to inspect and review any educational records relating to their child which are collected, maintained or used by the school. (Section 14 of EHA-B Plan)
4. Child Find – Elgin Public Schools actively participate in a Child Find program to service the needs of handicapped children within the school district.

D. Family Education Rights and Privacy Notification to Parents

You have the right to inspect and review your or your student's education records. You have the right to exercise limited control over other people's access to your or your student's education records. The school will limit the disclosure of information contained in education records except: (1) by prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.

You have the right to seek correction to a part or parts of educational records, if you believe the record otherwise violates the student's rights.

Your rights include the right to a hearing to present the evidence that the record should be changed.

You have the right to file a complaint with the Department of Health, Education and Welfare if you believe that this school district has violated FERPA.

You have the right to obtain copies of this school's FERPA policy. To obtain copies of this policy and the locations where copies may be obtained, contact Nathaniel Meraz, Superintendent, Elgin Public Schools, 492-3663.

Elgin Public Schools will arrange to provide translations of this notice to non-English speaking parents in their native language.

All rights and protections given parents under the FERPA and this policy transfer to the student when he/she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student".

E. Elgin High School: School-to-Work/Job Shadowing/Mentorship Program

The Elgin High School, School-to-Work/Job Shadowing/Mentorship Program is a cooperative effort of Elgin High School, professional people, businesses and organizations within the Lawton and Elgin communities. The major aim of the program is to expose students to careers, as well as providing services to sponsors.

1. Students participating in this program will be evaluated and then identified as eligible based on the following criteria:
 - a. High school senior
 - b. Composite GPA of a 2.5
 - c. Must be able to satisfy high school graduation requirements no later than the spring semester of the senior year.
 - d. Locate and coordinate mentorship site.
 - e. Responsible for own transportation.
 - f. Good attendance record. If a student receives an NC for any class during the year, that student will automatically be removed from the program.
 - g. Time to work with professionals.
 - h. Demonstrated responsible and dependable behavior.
2. The program requires student to:
 - a. Obtain parental permission and necessary signature via the school contract.
 - b. Obtain permission and necessary signatures from the site mentor.
 - c. Visit frequently with the school coordinator.
 - d. Keep a journal of the work experience.
 - e. Perform adequately in the work environment,

- f. Maintain a professional relationship with co-workers and the public.
 - g. Be prompt and keep absences at the site to a minimum.
 - h. Complete and turn in all paper work or correspondence pertaining to the mentorship program.
3. Each mentor and the Elgin High School, School-to-Work Job Shadowing/Mentorship Coordinator will complete an evaluation of the student.
 4. The program is designed for a full year of job shadowing/mentorship work, students must have permission to participate for one semester only.
 5. The last hour (7th) of the school day has been set aside for this experience.
 6. A semester grade and one-half credit will be awarded for each hour of semester work experience with a mentor.
 7. Students are not allowed to receive payment for any work done during school hours.

F. Elgin Schools Grievance Procedures for Filing, Processing, and Resolving Alleged Discrimination Complaints

I. Definitions

- a. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex or disability.
- b. Student Grievant: A student of Elgin School who submits a complaint alleging discrimination based on race, color, national origin, sex or disability.
- c. Employee Grievant: An employee of Elgin School who submits a complaint alleging discrimination based on race, color national origin, religion, sex, age, disability or veteran.
- d. Title IX and 504 Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
- e. Respondent: The person alleged to be responsible for the violaton alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- f. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays and holidays.

II. Pre-Filing Procedures

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Superintendent, and reasonable effort should be made to resolve the problem or complaint.
Board approved: February 9, 1995.

III. Filing and Processing Discrimination Complaints.

- a. Grievant: Submits written complaint to Title IX/504 Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the principal's and superintendent's office.
- b. Title IX/504 Coordinator: Notifies respondent within 10 days and asks respondent to:
 1. Confirm or deny facts;
 2. Indicate acceptance or rejection of student's or employee's requested action;OR
 3. Outline alternatives.
- c. Respondent: Submits answer within 10 days to Title IX/504 Coordinator.
- d. Title IX/504 Coordinator: Within 10 days after receiving respondent's answer, Title IX/504 Coordinator refers the written complaint and respondent's answer to the principal or other designee. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent and the principal or other designee.
- e. Principal, Grievant, Respondent and Title IX/504 Coordinator: hearing is conducted.
- f. Principal: Issues within 10 days after the hearing a written decision to the student or employee, respondent and Title IX/504 Coordinator and requests a hearing with the superintendent.
- g. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the superintendent.
- h. Title IX/504 Coordinator: Schedules within 10 days of request a hearing with the grievant, respondent and superintendent.
- i. Superintendent, Grievant, Respondent and Title IX/504 Coordinator: Hearing is conducted.
- j. Superintendent: Issues a decision within 10 days following the hearing.
- k. Greivant: If the grievant or respondent is not satisfied with the

decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the governing board.

- l. Title IX/504 Coordinator: Notifies governing board within 10 days after receiving request. Title IX/504 Coordinator schedules hearing with the governing board. Hearing is to be conducted within 30 days from the date of notification to the governing board.
- m. Governing Board or hearing panel established by the board, Grievant and Title IX/504 Coordinator: Hearing is conducted.
- n. Governing Board: Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

IV. General Provisions

- a. Extension of Time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
- b. Access to Regulations: The Elgin School district shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, disability or veteran upon request.
- c. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaints records shall be maintained on file for three years after complaint resolution.

G. Hazing Policy

Elgin Public Schools will adhere to the following HB1906 which: Prohibits hazing any student organization or any person associated with any organization sanctioned or authorized by any governing board of any public or private school or institution or higher education; requires a copy of the policy or the rules and regulations which prohibit hazing be given to each student enrolled in the school or institution. Effective Date: July 1, 1990

H. Search and Seizure Policy

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on the school premises, while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for

dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication devices or for missing or stolen property if said property be reasonable suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. The extent of any search conducted pursuant to this section shall be reasonable related to the objective of the search and excessively intrusive in light of the age and sex of the student and nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. The superintendent, Principal, teachers or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless telecommunication devices or missing or stolen property. Students found to be in possession of such an item shall be subject to suspension.

I. Sexual Harassment Policy

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applying to sexual harassment of employees has been developed.

1. Sexual Harassment

- a. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding", "teasing", double meanings and jokes.
- b. Demeaning comments about a girl's ability to excel in a class historically considered a "boys" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- c. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on

school property.

2. Specific Prohibitions – Administrators and Supervisors

- It is sexual harassment of an administrator, supervisor, support employee or teacher to use his or her authority to solicit sexual favors or attention from students.
- Administrators, supervisors, support personnel or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- The school district is not concerned with the “off duty” conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination of the employee. Any sexual affiliation between teacher and students under the age of 18 may constitute a crime under state or federal law. Board Adopted: October 13, 1994.

3. Report, Investigation and Sanctions

- a. It is the expressed policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. They may be done through the following manner:
 - Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student’s immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
 - Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- b. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

- c. Any employee found to have engaged in sexual harassment of student shall be subject to sanctions, including but not limited to warning, suspension or termination, subject to applicable procedural and due process requirements.
- d. Any subject found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

J. Elgin Schools Student Suspension Policy

Oklahoma Statutes Section 23-101.3 of Title 70 (Amended for Elgin Public Schools Policy), reads as follows: Students who are guilty of any of the following acts may be suspended out of school by the administration of the school or district:

A. Violation of a school regulation; including, but not limited to, the following:

1. Open or persistent defiance of authority. Students who show disrespect for teacher (cuss, mouth, or argue will be placed in AISP for 20 days (1st offense) and suspended for 10 days (2nd offense). Students will be assigned by the teacher.
2. Verbal/physical assault upon student or school personnel (including verbal or written threats, notes and arguing).
3. Creating or attempting to create a disturbance.
4. Unauthorized absence from classes.
5. Excessive tardiness.
6. Willful disobedience, profanity, or vulgarity.
7. Showing disrespect for school property or causing damage to school property.
8. Possession, threat, or use of a dangerous weapon defined by the state statute.
9. Possession, selling, or under the influence of a narcotic or dangerous drug, or illegal possession of drugs, including but not limited to marijuana, LSD, heroin, barbiturates, non-narcotic intoxicants, inhalants, glue, unprescribed cough medicine, gasoline, paint thinner, beer, or any type of intoxicating liquor or alcohol, as well as imitation dangerous controlled substances.
10. Possession of any explosive materials including ammunition of any type.

11. Verbal or implied threats or threatening gestures by an individual or group.
12. Stealing/extortion.
13. Conduct which jeopardizes the safety of others.
14. Any violation of state or local law or ordinance occurring on school property.
15. Possession/use of tobacco products.

B. Immorality

- C. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "non-violent offense" as specified in Section 571 or Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon, but shall not include the offense of assault.
- D. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- E. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in paragraph 2 of this subsection.

Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out of school for a period of not less than one (1) year, to be determined by the district board of education pursuant to the provisions of this section. The term of the suspension may be modified by the district superintendent on a case-by-case basis. For purposes of this paragraph the term "firearm" shall mean and include all weapons as defined by 18 U.S.C., Section 921.

When a student violates a school rule or regulation, the principal (or staff member designated by the principal) shall conduct an informal conference with the student. At the conference, the administrator shall

read the rule or regulations, which the student is charged with violating, and shall discuss the conduct of the student, which is in violation of the rule or regulation.

The student will be asked whether he understands the rule or regulation, and be given a full opportunity to explain and discuss his conduct. If it is concluded that a suspension is appropriate, the student will be advised that he is being suspended and the length of suspension. The administration will attempt to notify the parents by phone, or in cases where the parents cannot be contacted by phone, they would be notified by letter.

The parents should be advised of their right to a conference with the principal at the time they are notified that a suspension has been imposed. At this conference, the parents or guardians will be read the rule or regulations, which the student has been charged with violating, and a brief outline of conduct on the part of the student. The student and his parents or guardians will be given the opportunity to present their side. If the parents are not in agreement with the principal's decision, they should be advised of their right to have the suspension reviewed (If suspension is 10 days or less it is reviewed by appeals committee, if the suspension is 11 days or more then it is reviewed by the superintendent or his designee).

Before a student is suspended out of school, the school or district administration shall consider options, such as placement in an alternative school setting, reassignment to another classroom, in-school detention, or any other disciplinary action the administration deems appropriate.

Students suspended out of school will be given an educational plan. Students who are suspended or placed in an alternative setting for disciplinary reasons will not be allowed to participate in or attend any school functions at home or away.

An education plan is not required for any student who has been adjudicated as a delinquent for a violent offense as defined in 57 O.S. section 571, or for possession of a dangerous weapon or controlled dangerous substance.

Students suspended out of school for 10 days or less have the right to appeal the decision to the appeals committee. The appeals committee decision will be final. Students suspended for 11 or more days have the right to request a review of the principal's decision to the superintendent or his designee. The student may appeal the review of the decision of the administration to the Board of Education. Such student or parents of the student will give notice in writing to the Superintendent within 2 school days after his/her suspension if they request a review of the Superinten-

dent's decision by the Board of Education or a hearing officer delegated by the Board of Education will conduct a full hearing of the matter. The Board or hearing officer shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The hearing shall be conducted at the next special or regularly scheduled board meeting of the district. The decision of the Board of Education shall be final.

Except for possession of a firearm, no out-of-school suspension shall extend beyond the current semester and the succeeding semester.

The following provisions shall apply to students who are suspended out of school.

1. Upon the out-of-school suspension, the parent or guardian of a student suspended out of school pursuant to the provisions of this subsection shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The school administration shall provide the student with an education plan designed for the eventual reintegration of the student into the school, which provides for the core units which the student is enrolled. A copy of the education plan shall also be provided to the student's parent or guardian. The core units shall consist of the minimum English, mathematics, science, social studies, and art units required by the State Board of Education for grade completion in grades kindergarten through eighth and for high school in grades nine through twelve. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed.
2. A student who has been suspended out of school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll the student, until the terms of the suspension have been met or the time of suspension has expired.
3. No public school of this state shall be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent for an offense defined in Section 571 of Title 57 of the Oklahoma Statutes as an exception of a nonviolent offense or convicted as an adult of an offense defined in Section 571 of Title 57 of the Oklahoma Statutes as an exception

to a nonviolent offense or who has been removed from a public or private school in the State of Oklahoma or another state by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students until the school in which the student is subsequently enrolls or re-enrolls determines that the student no longer poses a threat to self, other students or faculty, the school may provide education services through an alternative school setting, home-based instruction, or other appropriate setting.

4. Students suspended out of school who are on an individualized education plan pursuant to the Individuals with Disabilities Education Act, P.L. No. 101-476, or who are subject to the provisions of subsection F of this section and who are on an individualized education plan shall be provided the education and related services in accordance with the student's individualized education plan.
5. A student who has been suspended for a violent offense, which is directed towards a classroom teacher, shall not be allowed to return to that teacher's classroom without the approval of that teacher.
6. No school board, administrator or teacher may be held civilly liable for any action taken in good faith which is authorized by this section (70-24-101.3).

K. Substitute Teachers

In the normal operations of a public school, it is not unusual for a regular teacher to be replaced by a substitute teacher. In many instances, the substitute is a community member that gives up his/her time to help out at our school. In most situations, a substitute teacher is at a huge disadvantage when entering a public school classroom. The substitute may not know any of the students by name. Additionally, the substitute may have never been in a position where it was necessary to control 15-25 young adults. It is the belief of the staff of Elgin High School that substitute teachers should be treated as a guest in our school. Disruptive behavior by a student will be dealt with very harshly when the substitute is in the classroom.

L. Vandalism Policy

The Elgin Board of Education adheres to State School law of Oklahoma, Section 658. Damages – Liability of Parents.

The state or any county, city, town, municipal corporation or school district, or any person, corporation or organization, shall be entitled to recover damages in a court of competent jurisdiction from the parents of

any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or a county, city, town, municipal corporation, school district, person, corporation or organization. The amount of damages awarded shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00). (23-10)

M. (Student) Drug Testing Policy

Purpose and Intent: In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, the Board adopts the following policy for drug testing of students who participate in competitive extra-curricular activities ("Activity Students"), as well as any other student who voluntarily wishes to be tested. This policy supplements and compliments all other policies, rules and regulations of the District regarding possession or use of illegal and/or performance enhancing drugs.

Although the Board, administration, and staff desires that every student in the District refrain from using or possessing illegal drugs, District officials realize that their power to restrict the possession or use of illegal and/or performance-enhancing drugs is limited. Therefore, this policy governs performance-enhancing and/or illegal drug use by students participating in competitive extra-curricular activities and those who voluntarily participate in the drug testing program. The sanctions imposed for violations of this policy by an Activity Student will be limited to the opportunity of such student to exercise the privilege of participating in competitive extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy.

In addition to Activity Students, any student who does not participate in any competitive extra-curricular activities may voluntarily consent to being tested on a random and a reasonable suspicion basis, with permission of a parent, legal custodian or legal guardian. This would allow parents and guardians to be notified as to a potential drug problem and enable them to seek help.

Participation in school-sponsored competitive extra-curricular activities at the District is a privilege. Students who participate in these activities should be respected by the student body, as well as the District and the community they represent. Accordingly, students in competitive extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship and training, which includes avoiding the use or possession of illegal drugs. Illegal and performance-enhancing drug

use of any kind is incompatible with the physical, mental and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the District. For the safety, health and well being of students in extra-curricular activities, the District has adopted this policy for use by all participants in competitive extra-curricular activities in grades 7-12.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal and/or performance-enhancing drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. To ensure that students adhere to a training program that bars the intake of illegal and/or performance-enhancing drugs.
4. To prevent injury, illness and harm for students that may arise from illegal and/or performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and/or performance-enhancing drug use. **The administration may adopt regulations to implement this policy.**

Definitions:

“Activity Student” means a member of any middle school or high school District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student who represents the District in extra-curricular activities in interscholastic competition, including but not limited to FFA, FCCLA, Academic Bowl Team, Band, Vocal, Cheerleading, Athletics, Dance Team, Math Counts and Batters Up.

“Drug Use Test” means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person’s urine.

“Random Selection Basis” means a mechanism for selecting Participating Students for drug testing that:

- A. results in an equal probability that any Participating Student from a group of Participating Students subject to the selection mechanism will be selected, and
- B. does not give the District discretion to waive the selection of any Participating Student selected under the mechanism.

“Illegal Drugs” means any substance which an individual may not sell,

possess, use, distribute or purchase under either federal or Oklahoma law. “Illegal Drugs” includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. “Illegal Drugs” shall also include alcohol.

“Participating Student” means all Activity Students and any student voluntarily participating in the District’s drug testing program which is the subject of this Drug Testing Policy.

“Performance-Enhancing Drugs” include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “Performance-Enhancing Drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased in the over-the-counter transactions.

“Positive” when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. “Reasonable Suspicion” means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors/teachers of subtle changes in the appearance, speech, or behavior of a student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by a student supplied to school officials by credible sources. In order for a student to be referred for testing on a “Reasonable Suspicion” basis, the student’s activity sponsor or teacher and at least one (1) building administrator must agree to the reasonable suspicion. The name and identity of any student referred on “Reasonable Suspicion” will be kept confidential. “Reasonable Suspicion” would not include overtly recognizable signs of present illegal drug use, such as a perceptible odor of drugs, erratic behavior reasonably attributable to illegal drug or alcohol use, or perceptible odor of alcohol. Instances such as these would subject the student to ordinary disciplinary action apart from this policy.

PROCEDURES:

- 1. Consent Form: Activity Students:** Each Activity Student shall be provided with a copy of the form “Student Drug Testing Consent: Activity Student” which shall be read, signed and dated by the student, parent or guardian, and coach/sponsor before such student shall be eligible to practice or participate in any competitive

extracurricular activities. The consent requires Activity Students to provide a urine sample and submit to drug testing: [a] as part of the Activity Student's annual physical or for eligibility for participation; [b] when the Activity Student is selected by the random selection basis to provide a urine sample; [c] at any time when there is reasonable suspicion to test for illegal and/or performance-enhancing drugs. No Activity Student shall be allowed to practice or participate in any competitive extracurricular activities involving interscholastic competition unless the Activity Student has returned the properly signed Consent Form. An Activity Student who moves into a District after the school year begins will have to provide a Consent Form and undergo a drug test before he/she will be eligible for participation in any competitive extracurricular activity.

- 2. Consent Form: Non-Activity Students:** Other students who wish to participate in the District's drug testing program shall be provided a copy of the form "Student Drug Testing Consent: Non-Activity Student." No coach/sponsor signature is required on this form. Non-activity students who volunteer to participate in the drug testing program consent to provide a urine sample when the student is selected by the random selection basis or at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs.
- 3. Orientation:** Prior to the commencement of drug testing each year, an orientation session will be held to educate Participating Students of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the student and help avoid embarrassment or uncomfortable feelings about the drug testing process. Each Participating Student shall receive a copy of the Student Drug Testing Policy. The administration will be responsible for explaining the policy to all Participating Students and for preparing an educational presentation to acquaint the students with the harmful consequences of drug and alcohol use and abuse.
- 4. Testing:** Drug use testing for Participating Students will also be chosen on a random selection basis from a list of all Participating Students. The District will determine a number of Participating Students names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs. In addition, any Participating Student for whom the administration has reasonable suspicion of illegal and/or performance-enhancing drug use by that particular student will be included with the random tests and will not be identified in any way as separate from the random group.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall.

The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director, who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he/she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing this procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality: The laboratory will notify the principal/athletic

director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor (if applicable), and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal and/or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

Appeal: An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such a request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. An Activity Student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and nonappealable.

Consequences: Any Activity Student who tests positive in a drug test under this policy shall be subject to the following consequences. These consequences and requirements shall begin immediately and be consecutive in nature, unless a review appeal is filed following receipt of a positive test. However, a student who on his/her own volition informs (self-refers) the athletic director, principal or coach/sponsor of illegal and/or performance-enhancing drug usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will, however, be considered to have committed his/her first offense under the policy and will be required to re-test as would a student who has tested positive. A student will be allowed to self-refer only once during the time he/she spends in the District.

First Offense: The parent/guardian will be contacted and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director and principal concerning the positive drug test. In order to continue participation in the activity, the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within fifteen (15) days in accordance with the testing provisions of this policy. After the initial fifteen (15) days, a re-test must be clean or determined at a substantially lower level. After the first offense, the student will automatically be included with the next two (2) groups of random testing. If the parent/guardian and the student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions, the consequences listed in this policy for the second offense will be imposed.

Second Offense (same school year): An Activity Student who commits a second offense under this policy will be suspended from participation in all activities covered under this policy for fourteen (14) calendar days and will be required to successfully complete four (4) hours of substance abuse education/counseling provided by the school. Parents should also consider seeking additional assistance, including the possibility of drug treatment centers. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

Third Offense (same school year): An Activity Student who commits a third offense under this policy will be suspended from participation in all extracurricular activities including all meetings, practices, performances and competition for the remainder of the school year or eighty-eight (88) school days (one semester) whichever is the longer. Parents should strongly consider additional assistance from outside sources, including, but not to be limited to, the possibility of drug treatment centers. School officials will cooperate to help expedite this procedure, if it is determined necessary by the student and parents.

Refusal to Submit to Drug Use Test: A Participating Student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy,

including all meetings, practices, performances and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the District. ADOPTED: December 13, 2007.

Article X: HIGH SCHOOL FACULTY E-MAIL LIST

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Closing Statement

Parents, please be advised that you have the right to respond to the rules and regulations of Elgin Public Schools by contacting the administrator at 492-3670. ***Administrators shall have the authority to enforce/change/add to handbook policy when new situations that are not covered arise.***

